

**STATE OF GEORGIA  
PROPOSED RECORDS RETENTION SCHEDULE**

<i>This data to be entered by the Records Retention Program</i>	<table style="width: 100%; border: none;"><tr><td style="width: 50%;"><b>Sheet:</b> <u>  1  </u> of <u>  2  </u></td></tr><tr><td><b>Agency Code:</b> 0422</td></tr><tr><td><b>Schedule #:</b> 2001-0010-01</td></tr><tr><td><b>Effective Date:</b> 02/09/2001</td></tr></table>	<b>Sheet:</b> <u>  1  </u> of <u>  2  </u>	<b>Agency Code:</b> 0422	<b>Schedule #:</b> 2001-0010-01	<b>Effective Date:</b> 02/09/2001
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<b>Schedule #:</b> 2001-0010-01					
<b>Effective Date:</b> 02/09/2001					

**Creating**

**Office:** Criminal Justice Coordinating Council (CJCC), Grants Administration Division,  
503 Oak Place, Suite 540, Atlanta GA 30349

**Jurisdiction(s)**

**Application**      **New:** New  
**Type:**            **Amend:**

**Series Title:** National Institutes of Justice (NIJ) Olympic Grant Program Files

**Dates of**  
**Series:** 1992 to 1998

**Access:** Open

**Function**      The NIJ Olympic Grant Program provided funds for the development of a  
**Documented:** Strategic Plan for the Atlanta Olympic Games.

**Consists of:** Financial documents from sub-grantees, audit reports from site visits,  
Program/Project overview documentation

**Arrangement:** Chronological by year, then by sub-grant award number as assigned by CJCC.

**Indexed by:** Computer indexed in Grants Management Information System (GMIS), then by  
sub-grant award number.

**Retention Requirement:** Following closeout, one (1) year on-site, then three (3) years at  
State Records Center

**State Law or Regulation:** 0  
**Federal Law or Regulation:** Three (3) years, (28 CFR Ch 1§ 66.42), or until completion of  
any audit, litigation, claim, negotiation or other action and  
resolution of all issues which arise from it, whichever is later.  
**Audit Period:** 0  
**Administrative Need:** Four (4) years

**Standard Cutoff**

**Event:** Federal Fiscal Year

**Total Retention:** Temporary Record - Four (4) years.

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*The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.*

Authorized by: L. Gale Buckner, Director 04/02/01  
Agency Head, or Designee (type name and title here) Date

Concur: Lakeia L. Dwyer, Program Director 4-2-01  
Creating Office Administrator (type name and title here) Date

Submitted by: Maureen Williams, Dep Dir 04/02/01  
Records Management Officer (type name and title here) Date

*The State Records Committee approves this recommended retention period for the named records series by the named creating office.*

Signed: David Carmicheal 4/2/01  
David Carmicheal, Secretary of State Designee Date